

**DEPARTMENT OF GENERAL SERVICE
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Supersedes Schedule 1795

Schedule No. 2425

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Agency
Maryland Insurance Administration

Division / Unit
Producer Licensing

Item No.	Description Forms Review	Retention
1.	<u>License Applications:</u> Initial, renewals, correspondence, and other miscellaneous papers for resident and non-resident producers, surplus lines brokers and temporary license, advisers, public adjusters and TPA.	-Retain in office for 1 yr., then transfer to State Records Center for 5 years, and then destroy.
2.	<u>Trade Name Filings</u> Documentation relevant to the filing of insurance agency and trade names with the Administration.	-Retain in office for 1 yr. Transfer to the State Records Center for 2 years and then destroy.
3.	<u>Service Request</u> Documentation requesting: 1. Address Change 2. Name Change 3. Letter of Certification 4. Letter of Clearance	-Retain in office for 6 months then destroy.
4.	<u>Miscellaneous Correspondence</u> Personnel records, revocation/suspension files and reciprocal files.	-Retain in office while active, then destroy.

Schedule Approved by Department, Agency, Or Division Representative.

Date: 6/8/05
Signature: *Nikhil Divecha*
Typed Name: Nikhil Divecha
Title: Associate Commissioner, Administration

Schedule Authorized by State Archivist

Date: 18 May 07
Signature: *Edward C. Pappas*

